**HORNING PARISH COUNCIL**

**Minutes of the Meeting held on Monday 06 Jan 2014**

**At 7pm at St Benets Hall, Horning**

Present: Cllr D Turpin (in the Chair), P Lewis, G Evans, H James, R Storey, L Parker and the Clerk, P Fyans. County Cllr Thomas arrived near the close of the Meeting. One parishioner was in attendance.

1. **Apologies for Absence and accepted**: Cllrs I Davis, P Avellino, District Cllr McGoun and PCSO Bennett.
2. **Declarations of Interest**: None.
3. **To approve Minutes of the Parish Council Meeting held on 02 Dec 2013 and the Finance Meeting held on 18 Nov 2013.** The Draft Minutes of both Meetings had been circulated to all Cllrs prior to this Meeting. Various amendments were made to the Dec minutes and both Minutes were then agreed and signed by the Chairman. It was then agreed that the Clerk should make every effort to get the Minutes issued within 10 working days of the Meetings, then get the Final agreed and amended Minutes on the web site and not draft ones.
4. **Matters arising from the minutes (not elsewhere on the Agenda);**

4.1. Reference the ‘rutted’ track at the Upper Street allotments, Cllr Turpin agreed to contact Cllr Kittle to request he tries to smooth it over.

4.2. Cllr Turpin confirmed that the enquirer for the Interpretation Panel had been contacted and referred to Horning PCC.

4.3. Cllr Turpin confirmed that the Bunting had now been taking down in the Village.

4.4. Discussion about the Ludham Bridge Lease concluded that it was not sure where the original signed copy was. The Clerk could not recall receiving a copy. Cllr Turpin who drafted the original agreed to check his records. A short discussion followed where it was agreed that the Clerk, over a period of time passes, historic folders to a sub committee comprising of Cllrs Storey and James to see what old records are held on file.

4.5. Cllr Lewis agreed to approach a solicitor, Mr Gillery of Hansells to enquire about the drafting of a Lease for the proposed renting of that part of the Recreation Ground between the Village Hall and the Bowls Club.

5. **Correspondence**

5.1 PCSO Bennett was unable to attend because of her shift pattern but submitted the following written report. There had been 7 calls since the last Meeting, 1 for concern of safety, 1 report of an alarm, 2 road related calls, 1 animal issue and 2 reports of rowdy or nuisance behaviour. There was 1 reported crime, criminal damage to a vehicle which is currently under investigation. In comparison there were no reported crimes in the same period last year.

5.2. Smiths Gore have confirmed that they had written to Mr Kittle to maintain the permissive path on their land but were not in a position to lay on water supply to the Lower St allotments as the matter was an item under discussion with an on-going Planning Application submitted by them in relation to a Site on Part Grove Farm. Cllr Storey agreed to approach the developers at Tithe Barn to discuss with them on the matter. Council agreed to then sign the Rental increase agreement which was on hold pending this response.

5.3. Parishioner Mrs Woodcock requested that the heating be put on in St Benets Hall a little earlier to warm the Hall up prior to the Meeting. The Clerk generally arrived 25 Minutes prior to the start with Council agreeing that was sufficient. The correspondence was noted.

5.4. Cllr Avellino had received confirmation that the order for the new Bus Shelter had been placed.

5.5. Confirmation from the Councils Insurers had been received reference the use of Working Parties in the Parish. This had been forwarded to Cllr Lewis, Chairman of the Asset Management Committee.

5.6. Confirmation had received from the Boatshow Committee reference the award of payment of £1100 or 25% of the cost, whichever was lowest towards the new Bus shelter.

5.7. Confirmation that payment had been received for the Groundworks at Norfolk County Highways and work was scheduled to commence in the near future. This was then put on hold as the cheque had been returned as it had been incorrectly issued. .

5.8. Smiths Gore have requested that all Tenants on their land carry out a Health and Safety survey of all Underground and Overground services that cross their holding. The Council confirmed that none were known.

**6. Planning;** Cllr H James, Chairman of the Planning Committee gave the following report

**Broads Authority**

**Applications**

BA/2013/0396/DEM

Ferryview Boatyard, Ferryview Road, Horning

Proposed demolition of old boatshed

No comment

BA/2013/0398/FUL

The Vicarage, Church Rd, Horning

Proposed new boathouse

Application discussed at Parish council meeting.

General view that the application should be refused for the following reasons

The overall size and dominance of the proposed boatshed on what is currently an undeveloped, peaceful and tranquil stretch of the river.Such a building would hav a material adverse impact on the surrounding area. The dimensions of the ‘sail loft, whilst stated it would be used for recreational purposes clearly has the potential to be used as residential accommodation. The Council has concerns regarding the impact this would have on the public moorings at the Church Staithe, including noise and light pollution.

**Decisions**

BA/2013/0322/FUL

3 BuresideEstate

Crabbetts Marsh

Horning

NR12 8JP

Resubmission of refusal BA/2013/0227/FUL for a replacement Dwelling House

Approve Subject to Conditions

**North Norfolk District Council**

**Applications**

PF/13/1491

17-63 Leeds Way, Horning

Variation of condition 4 of ppref13/0832 to permit implementation of highway requirements prior to occupation of phase 2 of development

No comment

Cllr James agreed to contact the Broads Authority to inform them that Horning Parish Council were unanimous in agreeing that they still wished to receive all Planning Applications in hard form and not electronically as the Council does not have the facilities to print off plans in a format which would be able to view the plans proberly

**7. Finance:**

Payments –

Clerks remuneration Dec 13 £231.43 – 20% tax (£46.28) £185.15

Mileage 38 miles @ 45p per mile £17.10

Expenses photo copies 54 @ 10p per copy £5.40 £207.65

Tinge Inv 12/2013 Litter Picking £134.03

CGM Ground Maintenance Dec 13 £81.80

Society of Local Council Clerks Annual Subscription £87.00

HMRC Tax, Oct, Nov, Dec 2013 £144.18

All payments were unanimously approved.

The Clerk informed Council that no bank statements had been received yet for Dec 2014.

8. Asset Management Committee Report. Cllr Lewis Chairman of the AMC reported that no AMC Meeting had been held over the Festive period.

It was agreed for Mr Buck to be contacted to fill in the pot holes on the Staithe and to proceed with work on the damaged wooden post at the Memorial Garden. Council was informed that the hedge on the Playing Field was soon to be trimmed and that the dead tree at the Memorial Garden was to be removed. A mirror had been purchased to be placed opposite the entrance to the Upper St allotment site. An allotment tenant had agreed to erect the mirror.

**9. To adjourn the Meeting to allow members of the public to speak**: The Chairman closed the Meeting at 19.59 to allow each member of the public present an opportunity to speak (5 minutes per person). The Parishioner present did not have any issues to raise. The Meeting re-opened at 20.20.

**10. To receive any updates reference the Horning Waterworks Staithe.** Nothing further had been received on the matter. The Clerk had been asked if there had been any feedback on the Councils request to register the Staithe as a Community Asset. The Clerk confirmed that nothing had been received from NNDC so he was requested to get an update.

**11**. **To receive any feedback from the AMC reference Car Parking and Traffic Management within the Parish.** Cllr Lewis confirmed there was nothing to report on this matter at this time and that highways had still not confirmed any date for a Site Meeting to discuss further.

**12.** **To receive any further information in relation to possible Boatshow bids.** This matter was dealt with in correspondence. Cllr Lewis still wanted to follow up on the possible transfer of Ownership of the land at Mill Hill currently owned by Victory Housing. This had not progressed because of the high legal costs quoted by Victory Housing. It was agreed that Cllr Lewis contact Victory Housing to try and negotiate a lower cost of the legal work.

**13. To discuss Boatshow Arrangements for 2014**. Council was informed that a new website was up and running and that an open meeting was scheduled for 25 Jan 14 at the Village Hall. It was agreed that Cllr James becomes the Parish Council link with the Boatshow Committee.

**14. To discuss a possible donation to the Norfolk Citizens Advice Bureau**. Following a short discussion it was unanimously agreed to donate £50 to this Charity as the Council has supported the Branch at North Walsham (now closed) in the past as the service is used by Horning Parishioners.

**15. To receive a quarterly budget update**. It was unanimously agreed that the electronic spreadsheets currently being used by the Clerk were not providing the information Councillors required to monitor the budget of the Council. Cllr Turpin has agreed to meet with Cllr Davis who in turn has agreed to work alongside the Clerk to try and resolve the issues.

Cllr Evans raised his concerns about invoicing all allotment holders at the start of the current year 2014/15 for their annual payment when historically they have been invoiced towards the end of the year. Council unanimously agreed that Tenants be invoiced for 2013/14 now, then for 2014/15 invoices be raised half way through the year informing them that payment for 2015/16 onwards will be requested at the start of each financial year. Cllr Evans informed Council that all allotments were now taken.

**16.** **To receive any District/County Matters:** County Cllr Thomas confirmed that there would be a Network Management Meeting with Highways in relation to the Boatshow. He confirmed that he was still awaiting a decision on the Grit Bin on the Ropes Hill/A1062 junction. He was made aware that Council really did want to meet with the Highways Engineer. Cllr Lewis agreed to meet and drive around the Parish to compile a list of issues in preparation of a possible Meeting with Highways. County Cllr Thomas was asked about the poor Broadband and the ‘roll out’ of better Broadband. Horning is not in the next roll out planned in Mar 2014**.**

**17. Items for the next Agenda**.

Waterworks Staithe

Promote the Maintenance of Jubilee Walk Trees

Speedwatch update

**Date and time of next Meeting**: Meeting of the Parish Council for monthly Meeting 7pm, St Benets Hall, 03 Feb 2014

Cllrs already confirmed their non availability and passed on their apologies are Cllrs Evans, Lewis and James

The Meeting closed at 20.28